



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
34-2013

OPEN TO: All Interested Candidates
POSITION: Residential Security Coordinator, FSN-8*; FP-6** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: September 23, 2013
CLOSING DATE: October 7, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 923,619* (Grade 8)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Residential Security Coordinator in the Regional Security Office.

BASIC FUNCTION OF POSITION

This subordinate Locally Employed Staff (LES) member is the focal point for the residential security program and issues and is responsible for developing the residential security plan, conducting residential security surveys and ensuring official residences are in compliance with Overseas Security Policy Board; for management of the residential program; for coordinating residential security maintenance and repair; and assisting with the development of the residential security logistical and financial plans. The RSC also assists the Regional Security Officer (RSO) in providing residential security guidance to the Inter-Agency Housing board.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school and vocational school degree in Health, Safety, and Environmental (HSE) or Facilities Management (FM).
- 2. Prior Work Experience:** 3 years of progressively responsible experience in the commercial security guard business, residential programs, or oil industry security and Health Safety and Environment
- 3. Language Proficiency:** Level 4 English, French and Arabic is required.

4. Other criteria: A strong knowledge in physical protection, standard security practices and procedures, developing security plans, and good working knowledge of standard security equipment as it pertains to residential security. Contract management, budget formulation and tracking, and a thorough knowledge of host-country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies are required.

5. Other Skills and Abilities: The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment, must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. Writing skills encompass critical analysis of defensive operations, the preparation of complex reports and plans, preparing written justification statements for the residential security program budgets, drafting requests for work order requests or services and answering and preparing guidance about program performance, funding, or other issues.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE
APPLICATION WILL NOT BE CONSIDERED.**

CLOSING DATE FOR THIS POSITION: October 7, 2013

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Residential Security Coordinator, Vacancy Announcement # 34-2013

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**